

~~CONFIDENTIAL~~

22 May 1981

ODP # 81-675

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

25X1

FROM:

[Redacted]

DDA Career Management Officer

SUBJECT:

Career Advancement Opportunities for Senior Secretaries

1. As you recall, you were asked to identify career progression positions within your subgroup for senior secretaries. This action was the result of an Executive Committee meeting on career advancement opportunities for secretaries, primarily in grades GS-08 and above. Subsequent to the meeting, the Office of Personnel provided guidance to the directorates for enhancing the career management of senior secretaries, specifically tasking offices to develop career ladders that would broaden career opportunities for senior secretaries.

2. The responses we received from your office and the other DDA subgroups have been incorporated in the attached pamphlet, "DDA Career Ladders for Senior Secretaries". It is requested that you distribute the pamphlet to all senior secretaries, GS-08 and above, in your office. Sufficient copies of the pamphlet will be forwarded to your personnel office for dissemination.

3. The career ladder positions are established as a guideline to assist those senior secretaries who wish to seek other professional career opportunities and outlines to them what is available and what steps they should take to achieve their desired goal. We hope that every consideration will be given to well-qualified senior secretaries should they express an interest in one of these positions.

25X1

[Redacted]

Attachment: As Stated

UNCLASSIFIED UPON REMOVAL
OF ATTACHMENT

25X1

cc:

[Redacted]

DD/Pers/PA&E

~~CONFIDENTIAL~~

25X1

Approved For Release 2003/11/06 : CIA-RDP84-00933R000100280015-7

Approved For Release 2003/11/06 : CIA-RDP84-00933R000100280015-7